



County Of Siskiyou

Request for Proposals (RFP) RFP # 26-404010-03 – Sanitation for Solid Waste Disposal Fee Study

Proposals may be mailed, delivered, or emailed to:

Emily Harper
Project Coordinator
General Services
190 Greenhorn Road
Yreka, CA 96097
rfp_rfb_submissions@co.siskiyou.ca.us

**Proposals Due by:
July 6, 2026
3:00pm**

**County of Siskiyou
Request for Proposals
for Solid Waste Disposal Fee Study**

The following schedule of events will be followed to the extent achievable; however, the County reserves the right to adjust or make changes to the schedule as needed.

Estimated Timeline of Events

Date	Activity
June 3, 2026	Release of Request for Proposals (RFP)
June 17, 2026	Deadline to Submit Questions
July 6, 2026 (3:00 PM)	Submission of Proposals due by 3:00 PM
July 8, 2026	Review of Proposals
To Be Announced	Notification of Final Selection
To Be Announced	Professional Service Agreement Processed
September 1, 2026	Professional Service Agreement Start Date

1.0 Preface

The County of Siskiyou General Services Department is seeking the services of a qualified firm to evaluate the current Solid Waste Disposal Fee structure and develop a revised methodology and fee schedule for County transfer station operations that more accurately reflects the cost of providing solid waste services.

Fee studies shall describe, document, and illustrate the estimated cost of services, the revenue requirements, and relevant calculations and evidence used to determine the specific fee recommendations. Cost and reserve requirements shall be projected over a period of not-less-than three years with the intent that fee recommendations are based upon a multiyear projection.

2.0 Background

Pursuant to Siskiyou County Ordinance Sec. 5-6.102. – Fee Established and Sec. 5-1.30. – Disposal of Tires, the County adopts and maintains a fee schedule for solid waste facilities operating within Siskiyou County, including County transfer station operations. These established Solid Waste Disposal Fees are intended to support the ongoing operation, maintenance, and management of the County’s solid waste system.

3.0 Scope of Work

The primary goal of the Solid Waste Disposal Fee setting process and methodology is to determine whether a fee is fair to residents and businesses and provides adequate revenue to the County to provide services to those agencies. The consultant shall prepare a comprehensive fee analysis and report.

The Contractor will be responsible for collecting data required to complete the Solid Waste Disposal Fee analysis. At a minimum, this may include:

- Investigate and Data Collection.
- Work with the Franchise Haulers to determine and evaluate the current revenue streams.
- Survey other regional agencies as examples of fee methodology.
- Review existing Solid Waste Disposal Fee Methodology.
- Evaluate Solid Waste Disposal Fee Alternatives.
- Develop a cost-of-service fee analysis.
- Provide recommendations for collection of Solid Waste Disposal Fees.
- Present Recommendations to the Siskiyou County Board of Supervisors.

The final report shall address the following:

- The Solid Waste Disposal Fee schedule must be justifiable.
- The Solid Waste Disposal Fee schedule should ensure adequate revenue to fully meet the cost-of-service requirements of the Siskiyou County Department of General Services.
- The Solid Waste Disposal Fee schedule methodology should provide for ongoing review and fee stability to the customer.

- The Solid Waste Disposal Fee schedule should be easy to understand and administer.
- Costs should be allocated to each specific item to ensure a nexus with costs-of-service.

The Solid Waste Disposal Fee Review Methodology should clearly identify at a minimum the following costs/revenue category:

- Costs-of-service for residential/commercial.
- Revenue for the current fee year and a three-year projection.
- Current annual cost of operations.
- Forecast cost of operations.

The Contractor should become familiar with the project to the extent that, if necessary, they can assist in performing associated tasks with adopting a new fee including, but not limited to:

- Preparing a Solid Waste Disposal Fee schedule narrative and fee recommendations reflective of the Study Objectives above.
- Meeting to confer with stakeholders as needed.
- Supplying a time schedule for the length of the study to include all deliverables.
- Presenting final report and recommendations at a public hearing to the Siskiyou County Board of Supervisors.

Proposers should feel free to include any other services not specified that they deem necessary to achieve the goals of this RFP.

4.0 Term

The County is seeking these services for a period of one (1) year, or until the survey is completed, whichever occurs first.

5.0 Submission Requirements

Proposal Format: Proposals must contain the following:

1. Cover Letter

- a. Please provide the Proposer's name, address, and telephone number. The letter must be signed by a representative authorized to enter into contracts on behalf of the Proposer.

2. Qualifications

- a. For bidder and each subcontractor and any other person or entities that will be conducting Fee Study (herein after referred to as "subcontractors"), list the following information:

1. Describe the relevant technical experience of key personnel and a description

of their professional background.

2. The bidder and any potential subcontractors must be permitted to work in Siskiyou County and be listed in the proposal.
3. Provide a managerial flow chart under which events will be operated.

3. Company Profile

- a. Provide a brief description of your company, including business structure, address, the total number of employees, overall industry experience, certifications, affiliations, and relevant experience. Support your capacity to perform the services detailed in this RFP.

4. Approach:

- a. Provide an analysis of the methodology developed to perform all required services and your response to the scope of work as referenced above. Describe how tasks listed in the Scope of Services will be accomplished. Include a timeline of deliverables and estimated project completion date

5. References:

- a. Please include at least three (3) references, including name, address, telephone number, and Email, for whom similar services have been provided.

6. Price Proposal:

- a. Provide a comprehensive and transparent proposal that outlines all of the costs associated with the required services, broken down by category of products and services, and all on-going costs for recommended and required services.

The proposal must include all requirements as listed and correlate to the Scope of Work outlined under this RFP.

6.0 Conflict of Interest:

Proposer(s) shall disclose to the County any interest, direct or indirect, which could conflict in any manner or degree with the performance of service required. At the County's discretion, a potential conflict of interest, to the extent it is waivable, may be waived or factored into the final award decisions and/or a modified Scope of Work.

7.0 Selection Process

The proposals received in response to this RFP will be screened by a selection committee. The selection committee will consider only the proposals which have been considered timely and responsive to the RFP. Any proposal that fails to meet the RFP's requirements will be regarded as non-responsive and may be rejected. A proposal, which is in any way incomplete, irregular or conditional, at the County's discretion, may be rejected. The following criteria will be used in the evaluation of the potential consultants:

- b. Qualifications
- c. Approach
- d. Experience and references
- e. Proposed costs

The County may meet or interview any or all of the proposers during the evaluation process. A contract will be negotiated with one or more qualified entities after the selection and evaluation process. Proposals not selected in the evaluation process may be awarded a contract should negotiations with the selected Proposer(s) prove unsuccessful. The County reserves the right to reject any and all proposals and reserves the right to waive any non-substantive defects in the proposals.

8.0 General Information

Proposals must be submitted by way of mail, hand delivery, and/or electronic means, as described below:

- **Hand Delivery:** Hard copy proposals submitted by hand delivery must be received at Department of General Services 190 Greenhorn Road, Yreka CA 96097 on or before 3pm **July 6, 2026** (ATTN: Emily Harper, Project Coordinator) Please note "RFP #26-404010-03" on front of envelope.
- **Mailing:** Hard copy proposals by way of mail must be mailed to Department of General Service 190 Greenhorn Road, Yreka CA 96097 and postmarked by **July 6, 2026**. Please note "RFP #26-404010-03" on front of envelope.
- **Electronic Copy Submittal:** Submit an electronic copy of the proposal via email. Electronic copies shall be emailed to rfp_rfb_submissions@co.siskiyou.ca.us and must be received by **July 6, 2026 at 3:00pm** Please include "RFP #26-404010-03" in subject line.

Proposers shall provide one (1) original copy with signature and three (3) exact copies of the original by hand delivery, mail, as instructed above.

Proposers submitting proposals electronically will only be required to send one signed copy.

Proposers are asked to direct all inquiries related to the project to Emily Harper Project Coordinator by email, emharper@co.siskiyou.ca.us.

The County will provide the following to assist the selected entity(s):

- Designate a person to act as the County's point of contact with respect to the work performed under the contract.
- Information, as legally allowed and reasonably attainable, in possession of the County that relates to the requirements of the project(s) or which is relevant for the project(s).

- Facilitate coordination with other entities, local agencies, organizations, and individuals if necessary.
- Advice on the project scope of work.
- Review and validation of project deliverables.

A contract award(s) resulting from this RFP will be made without discrimination on any basis prohibited under state or federal law.

b. Attachments

Attachment A- Bid Proposal Form

Attachment B- Proposal Evaluation Worksheet

Attachment C- County Contract Template